

7 March 1961

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Records Disposition Activity in the DDP

1. The CS records inventory effort at headquarters, mentioned in our memorandum to you of 11 January 1961, has started and is slowly gaining momentum. As you can see by the attached memorandum (dated 10 January 1961), the effort is geared to the move into the new building. It is felt too that the results of the inventory will be of sufficient quality to aid substantially in implementing records management policy in our area. As part of this inventory effort, DDP components have been requested to take immediate disposition action, i.e., prior to 30 June 1961, wherever possible. Responses so far indicate that two safes have been turned in and some 365 linear feet of records earmarked for disposition. Disposition of course includes return from division/staff elements to RID of official files, destruction, and the retirement to the Records Center of non-CS files. The above figures are based on early returns from several of our components; further substantial reductions are anticipated when all results are in.

2. In our opinion, this represents our maximum effort in response to the factors and situation prompting your memorandum. If you have any further suggestions, of course, we would welcome them.

DD/P Records Management Officer

Attachment:  
1961 CS Records Inventory